**Girlguiding [ ]**

**Policy on financial support for members**

1. **Introduction**

Girlguiding [ ] wishes to provide financial support to members to enable them to participate as fully as possible in all aspects of guiding.

While the county will make every effort to contribute financially to the costs of training, events and activities, and travel, the total amount given may vary depending on budget constraints in any given year. Girlguiding [ ] wishes to ensure that all members are aware that each request for financial support will be treated consistently and fairly. There are suggestions for other sources on funding at the end of this policy.

Where the policy states **up to a given %,** this means an amount up to a maximum of that % of the total cost may be given. Members should be made aware that they may not receive the maximum amount.

The *(Insert here details of the team /committee etc. responsible)* has responsibility for considering all financial support requests, in line with this county policy, for monitoring the costs of this against the budget allocation, and for reporting on uptake to each meeting of the county executive.

If an application is approved, a claim form will be required to be submitted so that payment may be made.

**2 Who Can Help?**

Your division/district commissioner *(amend as applicable)* will be able to give advice and information about how and where to seek financial support, and where appropriate to help you complete the application forms.

**3 What will Girlguiding [ ] Provide Financial Assistance For?**

***(Include in this section items which your county will provide financial assistance with. Below are some suggestions – you may wish to include some or all of these. These should be amended as appropriate to meet your county’s requirements).***

**3.1 Training**

The county wishes to enable members to attend training and development sessions to support them in carrying out their roles. **It should be noted that all training and associated travel costs are justifiable unit expenses and should be paid for by the unit wherever possible.** However, should a training opportunity arise which will benefit both the unit and the wider county, or where a unit is unable to cover the costs of a training opportunity for a member, applications for funding support will be considered. Applications should be submitted on a standard county application form, as early as possible before the training event.

**Training sessions organised by the county, held within the county**

***Your county may not charge for training sessions held within the county. Some counties however in order to encourage attendance ask for a deposit to book a place - this is only refunded if the individual attends. Suggested wording should your county adopt this approach is given below. (Amend as appropriate).***

No charge will be made for training sessions organised by Girlguiding [ ] although a small deposit will be requested to book a place on a training session. This deposit should be made by *(insert the preferred method here)* and will be held by the treasurer and returned to the leader on attendance at the event.

**Training sessions organised by other parts of Girlguiding, held outwith the county**

Financial support to attend training sessions outwith the county will be decided on a case-by-case basis; please contact the [ ] *(insert here details of the team/committee etc. as appropriate to contact)* for information and advice.

Training opportunities that will benefit the wider county will be prioritised to reflect the county plan and local requirements (e.g., to enable Duke of Edinburgh’s Award to be offered, or for a walking qualification so that members could do walking activities etc.).

Travel expenses in connection with training will be covered by the county as outlined in section 3.2 *(amend as appropriate)* of this policy.

**3.2 Travel**

***Insert details of what your county’s provision is for travel expenses (including expenses for transport, mileage, accommodation, and food) whilst undertaking volunteering activity on behalf of the county. It may be that you have adopted Girlguiding Scotland’s policy in which case suggested wording would be as follows:***

Girlguiding [ ] has adopted [Girlguiding Scotland’s policy on expenses](file:///O%3A/GIG/Resources%20for%20county%20executives/2024%20Documents/5.%20Finance%2C%20property%20and%20staff/2024%20Expense%20Form.pdf) (covering transport, mileage, accommodation, and food) whilst undertaking volunteering activity on behalf of the county. **Expenses for unit / district / division roles should be claimed from the relevant level.**

***If Girlguiding Scotland policy is not adopted, provide details of your county’s reimbursement rates /policy).***

Applications for support for travel should be submitted as soon as possible, and at least [ ] prior to the event *(insert timescale as appropriate)*. Decisions will be made by the *(Insert here details of the team /committee etc. responsible)* and applicants will be informed so that they can book the event or travel, knowing that support will be provided.

Applicants should indicate on the application form if support up-front is requested to pay for travel or if these expenses will be claimed afterwards. Receipts or travel tickets will require to be submitted as soon as possible after travel.

Members are encouraged to car share or use public transport whenever practical. Further information is available from your division / district commissioner or the [ ] team/committee*.(Amend as appropriate).*

**3.3 Events & Activities**

***Your county will probably support attendance at some events outwith the county and internationally. Below are some suggested areas you may cover – it is up to your county what you include and how much financial assistance you provide. Some suggested wording is given below. This should be amended to meet your requirements.***

Applications should be submitted on an application form, as early as possible, and at least [ ] prior to the event *(insert timescale as appropriate)*. **In relation to international trips consideration will be given to whether individuals (both adult and young members) have previously received funding for international trips. *(Some counties have chosen to allow funding for a maximum of two international events per year.)***

* **Girlguiding Scotland International opportunities both in the UK and abroad**

Young members

For some trips Girlguiding Scotland or Girlguiding may provide funding. In recent years Girlguiding Scotland has provided between 10 – 25% funding, with local trips receiving less than long-haul trips. Amounts depend on the number of individuals going away each year, so that the total sum remains within the allocated budget provision. Depending on numbers in the county going away in any year and budget provision, up to a maximum of [ ] % (insert % as appropriate) of the total cost may be given to participants in an international event both in the UK and abroad. Participants will be required to find the remainder e.g., by fundraising, support from their unit, district or division, or external grant.

Adult members

Main trip leaders for Girlguiding Scotland’s main international trips generally receive 75% of the total cost and assistant leaders may receive up to 40% though some Girlguiding trips may be self-funding. Trips for international wide-games will generally receive a smaller percentage.

**The county will, depending on budget available, consider giving a contribution towards these trips.**

**Up to** a maximum of [ ]% of the total cost (the [ ]% being split between Girlguiding Scotland and the county) (insert % as appropriate) may be given to adults who lead groups participating in an international event both in the UK and abroad. Special consideration may be given to adults who are participating in a Girlguiding service project.

* **International opportunities organised by the county or by individual divisions/districts/units**

Depending on numbers in the county going away in any year and budget provision, **up to** a maximum of [ ] % (insert % as appropriate) of the total cost may be given to county, division, district or unit groups organising an international opportunity.

For Girlguiding Scotland, total costs are defined as the costs of the trip from the point where participants meet as a group to begin their outward journey.

County support may be available to help with initial costs of any trip locally organised, to be reimbursed once payments from participants are received, and fundraising has taken place; please contact the [ ] *(Insert here details of the team /committee etc. responsible)* for information & advice.

* **Events & Activities in Scotland & the UK**

Applications should be submitted on a standard county application form, as early as possible before the event.

 Young & Adult members

**Up to** a maximum of [ ] % (insert % as appropriate) of the total cost may be given to participants for an event in the UK organised by Girlguiding/Girlguiding Scotland (e.g., large-scale camps, Wander the World etc.).

**4 Individual support**

Sometimes members are faced with difficult circumstances where financial support would be of great help. *(Your county may have a specific fund covering this area otherwise any support will come from your general budget provision.* The *(insert fund name or simply state ‘Funding’)* exists to support all members of Girlguiding [ ] to remain in guiding. The funding exists to provide support with:

* Emergencies; such as a fire in a member’s home or at a meeting place destroying resources or uniform,
* Families facing financial difficulties which prevent their participation in guiding,
* Fees that are associated with attending a local trip, residential or event, which otherwise would be a barrier to participation,
* Cost of uniform for a (young) member which otherwise would be a barrier to participation.

Travel costs associated with such circumstances will be covered by the county as outlined in section 4 of this policy.

Applications can be made by individuals, or on their behalf by leaders or commissioners, and should be submitted on a standard county application form as soon as possible.

**5 Other Sources of Funding Available to Members**

Girlguiding Scotland – [Grants and funding - Girlguiding Scotland](https://www.girlguidingscotland.org.uk/for-volunteers/how-to-run-your-unit/grants-funding-projects/)

Girlguiding – [Grants and funding | Girlguiding](https://www.girlguiding.org.uk/making-guiding-happen/running-your-unit/finance-insurance-and-property/grants-and-funding/)

Local sources e.g., Local authority, local councillors, community organisations, Third Sector Interfaces etc.